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No. 252, Port Blair, Wednesday, September 28, 2011

ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT

NOTIFICATION

Port Blair, dated the 28th September, 2011

No. 241/2011/F.No.42-517/2010-TR(IV).— In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. 14/3/60-ANL dated 11.04.1960 issued by the Govt. of India, Ministry of Home Affairs and in supersession of all previous Notifications notifying the recruitment rules in respect of these posts, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the posts of Shop Clerk, Time Keeper, Crane Driver, Head Worker, Pattern Maker, Mechanic Grade-II (Vehicle), Copper Smith, Tin Smith and Oilman borne in the Dockyard establishment of the Directorate of Shipping Services, Andaman and Nicobar Administration, namely:-

1. SHORT TITLE AND COMMENCEMENT:-

- (i) These rules may be called the Andaman and Nicobar Administration (Shop Clerk, Time Keeper, Crane Driver, Head Worker, Pattern Maker, Mechanic Grade-II (Vehicle), Copper Smith, Tin Smith and Oilman in the establishment of Directorate of Shipping Services), Recruitment Rules, 2011.
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. NUMBER OF POST, CLASSIFICATION AND PAY BAND WITH GRADE PAY:-

The number of post, its classification and pay band and grade pay attached thereto shall be as specified in paras 2 to 4 of the Schedules annexed hereto.

3. METHOD OF RECRUITMENT, AGE LIMIT & QUALIFICATION:-

The method of recruitment, age limit, qualification and other matters relating to the said posts shall be as specified in paras 5 to 14 of the said Schedules.

4. DISQUALIFICATION:-

No person –

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
- (b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post :

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

5. POWERS TO RELAX:-

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, it may by order and for reasons to be recorded in writing, and in consultation with Union Public Service Commission relax any of the provisions of these rules with respect to any class or category of persons.

6. SAVING:-

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to Scheduled Caste, Scheduled Tribe and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Lieutenant Governor,
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-
(Abdul Hamid)
Assistant Secretary (Shipping)

SCHEDULE-I

**RECRUITMENT RULES FOR THE POST OF SHOP CLERK IN THE
DOCKYARD ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING
SERVICES, A&N ADMINISTRATION**

01	Name of the post	Shop Clerk
02	No. of posts	05 (Five) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs. 1900
05	Whether selection post or non-selection post ?	Not applicable
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/ Candidates.
07	Educational and other qualifications required for direct recruits.	Essential: (i) Secondary School (X th Std.) Examination passed from a recognized Board/Institution. Desirable: Having knowledge of Computer.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment

11	In case of recruitment by promotion/deputation/absorption, grades from which promotion / deputation / absorption to be made	Not applicable
12	If a DPC exists, what is its composition ?	<p><u>Group 'C' DPC (for considering cases of confirmation) consisting of :-</u></p> <p>1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member</p>
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-I to the Schedule

Annexure-I

Job Description to the post of Shop Clerk

1. Maintaining all records entry related to stores, surveys, attendance, overtimes, leaves, revenue, welfares etc.
2. Raising of store & survey indent & other related documents.
3. Responsible for opening and closure of the shop and depositing the keys in guard room.
4. Responsible for all official's correspondence and timely reply for the workshop.
5. Responsible for closure of the job indents.
6. Responsible for estimating, billing etc. pertains to the shop.
7. Responsible for MAS & T & P.
8. Responsible for maintain all records of circular, office order etc.
9. Attending scrap materials disposals.
10. Attending materials collection from store.
11. Any other jobs as and when assigned.

SCHEDULE-II**RECRUITMENT RULES FOR THE POST OF TIME KEEPER IN THE DOCKYARD ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of the post	Time Keeper
02	No. of posts	02 (Two) *(2011) *(Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs. 1900
05	Whether selection post or non-selection post ?	Not applicable
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time) NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/ Candidates
07	Educational and other qualifications required for direct recruits.	Essential: (i) Secondary School (X th Std.) Examination passed from a recognized Board/Institution. (ii) Three (03) years experience as Time Keeper in any of the reputed Industries establishment. Desirable: Having knowledge of Computer.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion / deputation / absorption to be made	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of confirmation) consisting of :- 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-II to the Schedule

Annexure-II**Job Description to the post of Time Keeper**

1. Issue of token to the industrial employees of Marine Dockyard as per order in force with time of issue and taken back the tokens after completion of duty /OT hours.
2. Maintenance of attendance registers for supervisor staff.
3. Maintenance of attendance, casual leave of the all Dockyard employees.
4. Preparation of OT statement and submitted to the concerned OIC's & forwarded to AO for preparation of bill.
5. Duty allocation of Watchman and Sweepers, issue of entrance pass to the suppliers, contractors, workers and vehicle pass.
6. Controlling security of main gate and vigil where contract works were in progress by the private contractors.
7. Arrangement of water supply to the entire Dockyard, deployment of Sweepers for cleaning dockyard and various sections.
8. Maintenance of office records.
9. Any other works assigned by OIC (Security).

SCHEDULE-III**RECRUITMENT RULES FOR THE POST OF CRANE DRIVER IN THE DOCKYARD ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of the post	Crane Driver
02	No. of posts	02 (Two)* (2011)* (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs. 1900
05	Whether selection post or non-selection post ?	Not applicable
06	Age limit for direct recruits	18-33 years for male (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	Essential: (i) Secondary School (X th Std.) Examination passed from a recognized Board/Institution. (ii) Should possess valid Crane Driver License. Desirable: Three (03) years experience in driving Crane in an Organization of repute.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years (for direct recruits)

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorptions and percentage of the vacancies to be filled by various methods	100% by promotion, failing which by direct recruitment
11	In case of recruitment by promotion/ deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: From amongst the Mazdoors of the Dockyard in the pay scale with Grade Pay of Rs. 1800 in PB-1 with three (03) years regular services in the grade and who possess the valid license to drive the Crane available in the department.
12	If a DPC exists, what is its composition ?	<p><u>Group 'C' DPC (for considering cases of confirmation) consisting of :-</u></p> <p>1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member</p>
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-III to the Schedule

Annexure-III

Job Description to the post of Crane Driver

The following are the duties to be performed by a Crane Driver:-

1. Should drive the vehicle in safe way as per traffic rules.
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the POL drawn for vehicle.
3. Should get the log book verified and signed by the designated authority on monthly basis.
4. Should keep the vehicle neat and clean by water washing, wiping and polishing.
5. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving.
6. Must be able to change wheels and correctly inflate the tyre.
7. Should maintain tool kit in the vehicle.
8. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition.
9. On the vehicle being sent for repairs etc. he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair / replacement of damaged parts etc.
10. The damaged/replaced parts of vehicle after repair shall be made available to vehicle in-charge of the office.
11. Should maintain a date-wise record entry in respect of the repairs, cost of spareparts replaced at the time of carrying out the repair.
12. Responsible for timely reporting of breakdowns/accidents to the authorities.

SCHEDULE-IV**RECRUITMENT RULES FOR THE POST OF HEAD WORKER IN THE DOCKYARD
ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,
A & N ADMINISTRATION**

01	Name of the post	Head Worker
02	No. of posts	01(One) *(2011) *(Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs. 1800
05	Whether selection post or non-selection post ?	Not applicable
06	Age limit for direct recruits	18-33 years for male (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits.	Essential: (i) Secondary School (X th Std.) Examination passed from a recognized Board/Institution.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years (for direct recruits)
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	By Transfer, failing which by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Transfer: From amongst the Mazdoors of the Dockyard in the pay scale with Grade Pay of Rs. 1800 in PB-1 with three (03) years regular services in the grade.
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of confirmation) consisting of :- 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-IV to the Schedule

Annexure-IV**Job Description to the post of Head Worker**

1. He is the over all In-charge of Regular Mazdoor.
2. Deploying duties of Regular Mazdoor at various works place day-to-day works.

SCHEDULE-V**RECRUITMENT RULES FOR THE POST OF PATTERN MAKER IN THE DOCKYARD ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES, A & N ADMINISTRATION**

01	Name of the post	Pattern Maker
02	No. of posts	02 (Two) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay scale	Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs. 1800
05	Whether selection post or non-selection post ?	Not applicable
06	Age limit for direct recruits	18-33 years for male (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	Essential: (i) Secondary School (X th Std.) Examination passed from a recognized Board/Institution. (ii) Certificate in Carpentry from a recognized Industrial Training Institute or any other Govt. approved Institution.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years (for direct recruits)
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by promotion, failing which by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Promotion: From amongst the Mazdoors in the pay scale with Grade Pay of ` 1800/- in PB-1 with three (03) years regular service in the grade and who qualify in the departmental trade test.
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of confirmation) consisting of :- 1. Director of Shipping Services - Chairman 2. Deputy Director(SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-V to the Schedule

Annexure-V**Job Description to the post of Pattern Maker**

1. Responsible to make/construct/renovate the job in docking section relating to wood as per the drawing and measurement as assigned by Chargeman/Foreman of Docking Section.
2. Responsible to upkeep the machineries, tools and equipments of Docking Section.
3. Responsible for any other jobs as and when assigned by the superiors.

SCHEDULE-VI**RECRUITMENT RULES FOR THE POST OF MECHANIC GRADE-II (VEHICLE)
IN THE DOCKYARD ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING
SERVICES, A & N ADMINISTRATION**

01	Name of the post	Mechanic Grade-II (Vehicle)
02	No. of posts	02 (Two) *(2011) *(Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs.1800
05	Whether selection post or non-selection post ?	Not applicable
06	Age limit for direct recruits	18-33 years for male (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time) NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/ Candidates
07	Educational and other qualifications required for direct recruits	Essential: (i) Secondary School (X th Std.) Examination passed from a recognized Board/Institution (ii) ITI certificate in Automobile/ Motor Mechanism from a recognized Institute. Desirable: Three (03) years experience as Mechanic in an Automobile workshop of an organization of repute
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable

12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of confirmation) consisting of :- 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-VI to the Schedule

Annexure-VI**Job Description to the post of Mechanic Grade-II (Vehicle)**

1. To carryout repair and maintenance works of Light as well as Heavy Motor Vehicle.
2. To carryout periodical maintenance of Vehicles of the department.
3. To maintain proper records pertaining to the repairs, maintenance, receipt and issue of spare parts etc.
4. To carryout other works as assigned by the superiors.

SCHEDULE-VII

**RECRUITMENT RULES FOR THE POST OF COPPER SMITH IN THE DOCKYARD
ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,
A&N ADMINISTRATION**

01	Name of the post	Copper Smith
02	No. of posts	01(One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs. 1900
05	Whether selection post or non-selection post ?	Not applicable
06	Age limit for direct recruits	18-33 years for male (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	Essential: (i) Secondary School (X th Std.) Examination passed from a recognized Board/Institution. (ii) ITI trade certificate in Copper Smith from a recognized Institute. Desirable: Two (02) years practical experience in any reputed industrial unit.

08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Not applicable
12	If a DPC exists, what is its composition ?	<p><u>Group 'C' DPC (for considering cases of confirmation) consisting of :-</u></p> <p>1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member</p>
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-VII to the Schedule

Annexure-VII

Job Description to the post of Copper Smith

1. Carryout the work in the Plater Shop of the Marine Dockyard as per the instruction of Shop-in-charge.
2. Carryout the work of manufacturing of Copper fabricated works using welding, sheet metal, forging, electroplating, etc. as per the design and process made available to them by the Shop-in-charge.
3. Sharpen the tools used in sheet metal, forging, cutting work as per the laid down procedure from time to time and keep the tools in proper and good condition at all times.
4. Clean all the tools, equipments and machinery free from dust in the Shop every day before closure of the Shop.
5. Attend to the minor repair and routine maintenance of machinery and equipment available in the workshop from time to time and keep the machinery and equipment in proper and good working condition at all times.
6. To assist the maintenance mechanic in repair and maintenance of the machinery and equipment available in the workshop as and when required.
7. Any other works as may be assigned by superiors.

SCHEDULE-VIII**RECRUITMENT RULES FOR THE POST OF TIN SMITH IN THE DOCKYARD
ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,
A&N ADMINISTRATION**

01	Name of the post	Tin Smith
02	No. of posts	01(One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs. 1900
05	Whether selection post or non-selection post ?	Not applicable
06	Age limit for direct recruits	18-33 years for male (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits.	Essential: (i) Secondary School (X th Std.) Examination passed from a recognized Board/Institution. (ii) ITI trade certificate in Tin Smith from a recognized Institute. Desirable: Two (02) years practical experience in any reputed industrial unit.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/ absorption to be made	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of confirmation) consisting of :- 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-VIII to the Schedule

Annexure-VIII**Job Description to the post of Tin Smith**

1. Carryout the work in the Plater Shop of the Marine Dockyard as per the instruction of Shop - in-charge.
2. Carryout the work of manufacturing of steel fabricated works using welding, sheet metal, forging, electroplating, etc. as per the design and process made available to them by the Shop-in-charge.
3. Sharpen the tools used in sheet metal, forging, cutting work as per the laid down procedure from time to time and keep the tools in proper and good condition at all times.
4. Clean all the tools, equipments and machinery free from dust available in the Shop every day before closure of the Shop.
5. Attend to the minor repair and routine maintenance of machinery and equipment available in the workshop from time to time and keep the machinery and equipment in proper and good working condition at all times.
6. Assist the maintenance mechanic in repair and maintenance of the machinery and equipment available in the workshop as and when required.
7. Any other works as may be assigned by superiors.

SCHEDULE-IX

**RECRUITMENT RULES FOR THE POST OF OILMAN IN THE DOCKYARD
ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,
A&N ADMINISTRATION**

01	Name of the post	Oilman
02	No. of posts	01(One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs. 1800
05	Whether selection post or non-selection post ?	Not applicable
06	Age limit for direct recruits	18-33 years for male (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). NOTE: The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	Essential: (i) Secondary School (X th Std.) Examination passed from a recognized Board/Institution. Desirable: Two (02) years practical experience in any reputed industrial unit.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years (for direct recruit)

10	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods	Transfer, failing which by direct recruitment
11	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation/absorption to be made	Transfer: From amongst the Mazdoors of the Dockyard in the pay scale with Grade Pay of Rs. 1800/- in PB-1 with three (03) years regular service in the grade.
12	If a DPC exists, what is its composition ?	<p><u>Group 'C' DPC (for considering cases of confirmation) consisting of:-</u></p> <p>1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member</p>
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-IX to the Schedule

Annexure-IX

Job Description to the post of Oilman

1. To assist Engine Driver Sub Board Attendant and maintenance of engines.